

Date

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EO/DDA	T	29 MAY 1981
2. ADDA (FYI)	X	5-29
3. EO	S/Y	T
4. Bailey		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Office Directors have been advised to response in blind memo format to the EO/DDA who will then prepare a covering memo to OGC. Copy sent to D/OIS.
ba

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

OGC 81-04296

26 May 1981

DD/A Registry

81-1136

REFERENCE

MEMORANDUM FOR: See Distribution

STAT FROM

:

[redacted]
Office of General Counsel

SUBJECT

:

Accounting Of Disclosures Of Records
Made To Persons Or Entities Outside
The Central Intelligence Agency (CIA)

1. To aid in a review of recordkeeping practices relating to systems of records maintained by the Agency (as defined under the Privacy Act), this Office needs to determine to what extent an accounting has been or is being maintained for each disclosure of records made to persons or entities outside the Central Intelligence Agency. Accordingly, it is requested that you provide this Office with a brief description of the system of accounting used for such disclosures made from records systems under your cognizance. If no such accounting has been or is being maintained, then you should provide this Office with a brief evaluation of what technical steps, manpower needs and financial costs would be required to establish and maintain such a system of accounting. (In drafting your evaluation, assume the system of account will have to accurately record: (1) the date, nature and purpose of each such disclosure, and (2) the name and address of each person or entity to whom such a disclosure is made. Use your own professional judgment whether such a system of accounting can or should be automated or manual.)

2. This Office would appreciate receiving a response to this inquiry by no later than the close of business on 5 June 1981. Please feel free to call me [redacted] if you have any questions about this matter.

STAT

CL 1 2148

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